KA / BG-GPO/2515/WPP-47/2009-2011



ಕರ್ನಾಟಕ ರಾಜ್ಯಪತ್ರ

ಅಧಿಕೃತವಾಗಿ ಪ್ರಕಟಿಸಲಾದುದು

ಸಂಪುಟ ೧೪೪	ಬೆಂಗಳೂರು, ಗುರುವಾರ, ಮೇ ೭, ೨೦೦೯ (ವೈಶಾಖ ೧೭, ಶಕ ವರ್ಷ ೧೯೩೧)	ಸಂಚಿಕೆ ೧೯

ಭಾಗ – ೪ಎ

ರಾಜ್ಯದ ವಿಧೇಯಕಗಳ ಮತ್ತು ಅವುಗಳ ಮೇಲೆ ಪರಿಶೀಲನಾ ಸಮಿತಿಯ ವರದಿಗಳು, ರಾಜ್ಯದ ಅಧಿನಿಯಮಗಳು ಮತ್ತು ಅಧ್ಯಾದೇಶಗಳು, ಕೇಂದ್ರದ ಮತ್ತು ರಾಜ್ಯದ ಶಾಸನಗಳ ಮೇರೆಗೆ ರಾಜ್ಯ ಸರ್ಕಾರವು ಹೊರಡಿಸಿದ ಸಾಮಾನ್ಯ ಶಾಸನಬದ್ಧ ನಿಯಮಗಳು ಮತ್ತು ರಾಜ್ಯಾಂಗದ ಮೇರೆಗೆ ರಾಜ್ಯಪಾಲರು ಮಾಡಿದ ನಿಯಮಗಳು, ಹಾಗೂ ಕರ್ನಾಟಕ ಉಚ್ಚ ನ್ಯಾಯಾಲಯವು ಮಾಡಿದ ನಿಯಮಗಳು.

HOME SECRETARIAT
NOTIFICATION
No.:HD 01 PND 2009, Bangalore, Dated :6th April, 2009.

In exercise of the powers conferred by Clause (a) of Section 9 of the Prevention of Illicit Traffic in Narcotic Drugs and Psychotrophic Substances Act, 1988 (Central Act No. 46 of 1988) and in supersession of Notification No. HD 03 PND 2007 dated 2.7.2007, the Government of Karnataka hereby reconstitute the Advisory Board with immediate effect for the purpose of the said Act, consisting of the following namely:

1	Hon'ble Sri Justice K.L. Manjunath, Judge, High Court of Karnataka, Bangalore	: Chairman
2	Hon'ble Sri Justice N.K. Patil Judge, High Court of Karnataka, Bangalore	: Member
3	Hon'ble Sri Justice Ajith J. Gunjal Judge, High Court of Karnataka, Bangalore	: Member

By order and in the name of the Governor of Karnataka
K.C. SIDDAPPA
Under Secretary to Govt, Home Department
(Law & Order ,COFEPOSA & Prosecution)

P.R. 281

URBAN DEVELOPMENT SECRETARIAT
NOTIFICATION
No:UDD 2 MNU 2009, Bangalore, dated: 3rd March, 2009

In exercise of the powers conferred under proviso (3) sub-section (6) of section 108A of the Karnataka Municipal Corporations Act 1976 (Karnataka Act 14 of 1977) Government of Karnataka, hereby specified the extended time for the payment of property tax as under ;

For the year 2008-09 the last date for the payment of property tax for the full year or the first half-year the last date is extended upto 30-4-2009 without penalty. The last date for the second half-year installment without panalty is extended upto 30-5-2009

For the year 2008-09 if the property tax is paid in full the rebate of 5 percent is extended up to 30-3-2009

For the year 2009-10 the last date for the payment of property tax for the full year or the first half-year the last date is extended up to 30-7-2009 without penalty. The last date for the second half-yearly instalment without penalty is extended upto 30th November 2009.

For the year 2009-10 if the property tax is paid in full the rebate of 5 percent is extended upto 30-6-2009.

By order and in the name of the Governor of Karnataka

S.N. KRISHNAKUMAR

P.R. 230 Under Secretary to Government , Urban Development Department

INFORMATION TECHNOLOGY, BIOTECHNOLOGY AND SCIENCE & TECHNOLOGY SECRETARIAT

NOTIFICATION No.:ITD 21 DIS 2009, Bangalore, Dated :6th April, 2009.

In exercise of powers conferred under article 18 of the Articles of Association of KEONICS Limited, Bangalore, Sri Vipul Bansal, IAS Deputy Secretary to Government (III), Finance Department is nominated as Director on the Board of M/s KEONICS Limited Bangalore, in place of Sri Ajay Seth, IAS ,with immediate effect and until further orders.

By order and in the name of the Governor of Karnataka

M.V. KRISHNAMURTHY

P.R. 280 Under Secretary to Govt, Information Technology, Biotechnology and Science & Technology Department

FOREST, ECOLOGY & ENVIRONMENT SECRETARIAT

CORRIGENDUM

No:FEE 62 FWL 2006, Bangalore, dated: 20th March, 2009

In page No. 4 of the Notification No:FEE 62 FWL 06, dt:9-1-2007 for the words "Hon'ble Supreme Court (in I.A.No. 1458 in Writ Petition (c) No. 202/1995 on 16.12.2006 shall be read as

"Hon'ble Supreme Court (in I.A.No. 1458 in Writ Petition © No. 202/1995 on 16.12.2005".

By order and in the name of the Governor of Karnataka

H.M. MALLIKARJUNASWAMY

P.R. 267 Under Secretary to Government , Forest, Ecology & Environment Department

ಅರಣ್ಯ, ಪರಿಸರ ಮತ್ತು ಜೀವಿಶಾಸ್ತ್ರ ಸಚಿವಾಲಯ

ಅಧಿಸೂಚನೆ

ಸಂಖ್ಯೆ: ಅಪಜೀ 19 ಸಿಆರ್‌ಎಸ್ 2009, ಬೆಂಗಳೂರು, ದಿನಾಂಕ: 31ನೇ ಮಾರ್ಚ್ 2009.

2005 ರ ಮಾಹಿತಿ ಹಕ್ಕು ಕಾಯ್ದೆ (2005ರ ಕೇಂದ್ರ ಕಾಯ್ದೆ ಸಂ:22) ಸೆಕ್ಷನ್ 4(ಬಿ) ರಡಿಯಲ್ಲಿ ಕರ್ನಾಟಕ ಸರ್ಕಾರ ಸಚಿವಾಲಯದ ಅರಣ್ಯ, ಪರಿಸರ ಮತ್ತು ಜೀವಿಶಾಸ್ತ್ರ ಇಲಾಖೆಯ ಅರಣ್ಯ ವಿಭಾಗಕ್ಕೆ ಸಂಬಂಧಿಸಿದಂತೆ ದಿನಾಂಕ: 31–3–2009ರ ಅಂತ್ಯದವರೆಗಿನ ಕೈಪಿಡಿಯನ್ನು ಸಾರ್ವಜನಿಕರ ಮಾಹಿತಿಗಾಗಿ ಪ್ರಕಟಿಸಲಾಗಿದೆ.

ಕರ್ನಾಟಕ ರಾಜ್ಯಪಾಲರ ಆಜ್ಞಾನುಸಾರ ಮತ್ತು ಅವರ ಹೆಸರಿನಲ್ಲಿ,

ಹೆಚ್.ಎಂ.ಮಲ್ಲಿಕಾರ್ಜುನ ಸ್ವಾಮಿ

ಸರ್ಕಾರದ ಅಧೀನ ಕಾರ್ಯದರ್ಶಿ, ಅರಣ್ಯ, ಪರಿಸರ ಮತ್ತು ಜೀವಿಶಾಸ್ತ್ರ ಇಲಾಖೆ

FOREST, ENVIRONMENT AND ECOLOGY DEPARTMENT

(FOREST WING)

INDEX

Information to Right to Information Act, 2005 – Principal Secretary to Government, Forest, Ecology & Environment Department

Manuals	Answers
i) the particulars of its organization, functions and duties;	Forest, Ecology and Environment Department, Principal Secretary to Government Establishment. Principal Secretary discharges the functions and duties as per Transaction of Business Rules. Principal Secretary has the overall responsibility to supervise, guide and dispose off the matters relating to both Forest Wing and Ecology and Environment Wing of FEE Dept. which are headed by separate Secretaries. Hence, all the information furnished by the Secretary (Forest) and Secretary (Ecology & Environment) in these columns are relevant to Principal Secretary. Therefore, no separate mention is made again.
ii) the powers and duties of its officers and employees;	1. Principal Secretary to Government attends to all matters pertaining to Forest, Ecology & Environment under the Supervision of Forest Minister. The Secretary (Forest), Secretary (Ecology & Environment), Deputy Secretary (Forest), Sr. Director (TC), Deputy Secretary & Internal Financial Adviser, Deputy Secretary & Head of Legal Cell and Scientific Officers process files and put up for orders of Principal Secretary.

	2. Private Secretary - Assist the Principal Secretary in the disposal of receipts and files received from all the wings of Forest, Ecology and Environment Department. Fix the programmes and meetings as per the instructions of the Principal Secretary. Make necessary arrangements for Principal Secretary's tours within the State as well as outside the State. Attend the visitors, telephone calls, send/receive emails, etc. 3. Stenographer – Works as PA to Principal Secretary and provides secretarial assistance. Preserving and maintaining in confidential records and other papers in the personal custody of the officer. 4. Assistant – Receives and sends the tappals and files to the concerned, assists other staff and Private Secretary in disposing of the personal establishments works. 5. Jamedar – Attends to Group 'D' employee work. 6. Dalayat – Attends to Group 'D' employee work. 7. Driver – Does the duties of driving of official car.
iii) the procedure followed in the decision making process, including channels of supervision and accountability;	As given by Secretary (Forest) and Secretary (Ecology & Environment)
iv) the norms set by it for the discharge of its functions;	As per the norms prescribed in Transaction of Business Rules of Government of Karnataka and other standing instructions.
v) the rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions.	As given by Secretary (Forest) and Secretary (Ecology & Environment)
vi) a statement of the categories of documents that are held by it or under its control;	As given by Secretary (Forest) and Secretary (Ecology & Environment)
vii) the particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or administration thereof;	Not applicable.
viii) a statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advise, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public;	Not applicable.

ix) a directory of its officers and employees;	Principal Secretary, Forest, Ecology & Environment Department. Secretary (Forest) and Secretary (Ecology & Environment) and all their staff as given by them. Private Secretary Personal Assistants Assistant Jamedar Dalayat Driver
x) the monthly remuneration received by each of officers and employees, including system of compensation as provided in its regulations;	Gross Salary 1. Smt. Meera Saksena, IAS Principal Secretary -- Rs. 1,12,318/- 2. Shri Y. Raju Private Secretary Rs. 28,216/- 3. Vacant post Personal Assistant - 4. Smt. M.Bharathi Devi Personal Assistant Rs. 20,947/- 5. Shri Eranna Senior Assistant Rs. 15,409/- 6. Shri H.Shamanna, Jamedar Rs. 9,236/- 7. Dalayat - Vacant 8. Driver - Vacant
xi) the budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made;	Not applicable
xii) the manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes;	Not applicable
xiii) particulars of recipients of concessions, permits or authorizations granted by it;	Not applicable
xiv) details in respect of the information, available to or held by it, reduced in an electronic form;	Not applicable

<table>
<tr><td>xv) the particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use;</td><td>Not applicable</td></tr>
<tr><td>xvi) the names, designations and other particulars of the Public Information Officers;</td><td><u>Forest Wing</u>
<table>
<tr><th>Sl.No</th><th>Sections</th><th>Public Information Officer</th><th>Assistant Public Information Officer.</th></tr>
<tr><td>1</td><td>Internal Financial Advisor Section (A & B)</td><td>Internal Financial Advisor and Ex-officio Deputy Secretary to Government.</td><td>Section Officer (IFA - A)</td></tr>
<tr><td>2</td><td>Services-1</td><td>Under Secretary to Government, (Services)</td><td>Section Officer (Services-1)</td></tr>
<tr><td>3</td><td>Services-2</td><td>Under Secretary to Government, (Services)</td><td>Section Officer (Services-2)</td></tr>
<tr><td>4</td><td>Planning</td><td>Under Secretary to Government, (Wild Life and Planning)</td><td>Section Officer (Services-2)</td></tr>
<tr><td>5</td><td>Wild Life and Corporation</td><td>Under Secretary to Government, (Wild Life and Planning)</td><td>Section Officer (Wild Life and Corporation)</td></tr>
<tr><td>6</td><td>Forest</td><td>Under Secretary to Government, (Forest)</td><td>Section Officer (Forest)</td></tr>
</table></td></tr>
</table>

7	Forest-Conservation	Under Secretary to Government, (Forest Conservation and Co-ordination)	Section Officer (Forest Conservation)
8	Co-ordination	Under Secretary to Government, (Forest Conservation and Co-ordination)	Section Officer (Co-ordination , Receipts and Issues)

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<u>Ecology & Environment Wing</u>

Public Information Officers

1. Under Secretary to Govt. (Environment).
2. Programme Co-coordinator, Indo Norwegian Environment Programme related matters.

Assistant Public Information Officers:

1. Section Officer (Environment-A) Section
2. Section Officer (Environment-B) Section

xvii) such other information as may be prescribed.	-----

Information to Right to Information Act, 2005 Secretary (Forest) Establishment

Manuals	Answers
(i) the particulars of its organization, functions and duties	Forest, Ecology and Environment Department Secretary to Government (Forest) Establishment Secretary(Forest) discharges the functions and duties as per Transaction of Business Rules, the personal staff assists the Secretary Organizations: 1.Karnataka Forest Department 2.Karnataka Forest Devt.Corporation Ltd. 3.Karnataka Cashew Devt.Corporation Ltd. 4.Karnataka Forest Industries Devt.Corpn.Ltd. 5.Mysore Match Company Ltd. – under closure 6.Karnataka Pulpwood Ltd. – under closure 7.Karnataka State Veneers Ltd. – under closure 8.Zoo Authority of Karnataka

(ii) the powers and duties of its officers and employees;	**1.Secretary to Government (Forest)** – attends to all matters pertaining to forest and wildlife; under the supervision of Forest Minister and Principal Secretary, Forest & Environment. The Dy.Secretary(Forest), Dy.Secy.& Internal Financial Adviser and Dy.Secy.& Head of Legal Cell process the files and put up for orders of Secretary (Forest) **2.Gazetted Personal Assistant** – works as PS to Secretary(Forest), incharge of personal establishment of Secretary (Forest), arranges to send tappals and files to the concerned, maintains engagements of Secy.(F), scrutinize tappals and files received attends to phone calls, and arranges to meet Secy(F) by visitors and discharges the work entrusted by Secy(F) **3.Stenographer** – works as PA to Secy(F), provides secretarial assistance, prepares DC bills, attends phone calls and discharges the work entrusted by Secy(F) **4.Translator (Senior Assistant**) – works as PA to Secy(F), maintains personal files of Secy(F), and discharges the work entrusted by Secy(F). 5. **Junior Assistant** – receives and sends the tappals and files to the concerned, assists PS and other staff and Secy(F) in disposing the personal establishment works. **6. Jamedar** – attends to Group 'D' employee work **7. Dalayat** – attends to Group 'D' employee work **8. Driver** – does the functions of driving of official car
(iii) the procedure to be followed in the decision making process, including channels of supervision and accountability;	All proposals received from Forest Department, KFDC, KSFIC, KCDC, ZAK, KPL, KSVL and MMC will be processed in the Dept. in accordance with the relevant procedures, Acts and rules. Decisions are taken keeping in mind the policies formulated by the Government in implementation of various schemes and projects. Proposals requiring approval of Principal Secretary, FEE, Forest Minister, Chief Minister, Cabinet will also be processed and submitted for orders. After decision at higher levels, action will be taken to issue necessary letters, Govt orders, notifications etc.

(iv) the norms set by it for the discharge of its functions;	As per the norms prescribed in Transaction of Business Rules of Government of Karnataka and other standing instructions
(v) the rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions;	1.Karnataka Forest Act, 1963 2.Karnataka Forest Rules, 1964 3.Forest (Conservation) Act, 1980, Rules & Guidelines 4.Wildlife Preservation Act,1972 5.Wildlife (Preservation)(Karnataka) Rules, 1973 6.Karnataka Preservation of Trees Act,1976 7.Karnataka Preservation of Trees Rules,1977 8.Karnataka Forest Manual
(vi) a statement of the categories of documents that are held by it or under its control;	Usually no documents are held in Secretary (F) establishment – all tappals, files, notes etc. received will be sent to the concerned to put up for further orders and will be sent to higher authorities for obtaining orders
(vii) the particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or administration thereof;	When any new Act is to be introduced or the existing Act or Rules to be amended, objections are called from the public likely to be affected, examined and decisions are taken in consultation with Law Department. If found necessary, members of the public are invited for discussion
(viii) a statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of the advise, and as to whether meetings of those boards, council, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public;	Not applicable
(ix) a directory of its officers and employees;	1.Dr:M.H. Swaminath, Secretary (Forest) – 22034570, 22254434 2.Sri D R Ashoka, Gazetted Personal Assistant 3.Smt. G. Bhagyamma, Stenographer 4.Sri B. Nagaraju, Translator(Sr.Asst.) 5. Junior Assistant – Vacant 6. Jamedar -- Vacant 7. Sri C Krishna, Dalayat 8. Driver - Vacant
(x) the monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations;	1. Dr. M.H. Swaminath Rs.94,736/- 2.Sri D R Ashoka Rs.23,000/- 3.Smt.G. Bhagyamma Rs.18,200/- 4.Sri B. Nagaraju Rs. 19,374/- 5.Sri C Krishna Rs 11,000 /-.

<table>
<tr><td>(xi) the budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made;</td><td>Not applicable</td></tr>
<tr><td>(xii) the manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes;</td><td>Not applicable</td></tr>
<tr><td>(xiii) particulars of recipients of concessions, permits or authorizations granted by it;</td><td>Not applicable</td></tr>
<tr><td>(xiv) details in respect of the information, available to or held by it, reduced in an electronic form;</td><td>Not applicable</td></tr>
<tr><td>(xv) the particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use;</td><td>Not applicable</td></tr>
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5	Wild Life and Corporation	Under Secretary to Government, (Wild Life and Planning)	Section Officer (Wild Life and Corporation)
6	Forest	Under Secretary to Government, (Forest)	Section Officer (Forest)
7	Forest-Conservation	Under Secretary to Government, (Forest Conservation and Co-ordination)	Section Officer (Forest Conservation)
8	Co-ordination	Under Secretary to Government, (Forest Conservation and Co-ordination)	Section Officer (Co-ordination , Receipts and Issues)

Ecology & Environment Wing

Public Information Officers

1. Under Secretary to Govt. (Environment).
2. Programme Co-ordinator, Indo Norwegian Environment Programme related matters.

Assistant Public Information Officers:

1. Section Officer (Environment-A) Section
2. Section Officer (Environment-B) Section

(xvii) such other information as may be prescribed; and thereafter update these publications every year;	Not applicable

Information to Right to Information Act, 2005 (Deputy Secretary Establishment)

Manuals	**Answers**
i) The particulars of its organisations, functions and duties	**Forest, Ecology and Environment Department** **Deputy Secretary to Government (Forest & Co-ordination) Establishment** Deputy Secretary (Forest & Co-ordination) discharges the functions and duties as per Transaction of Business Rules, the personal staff assists the Deputy Secretary. Deputy Secretary looks after the affairs of

	1. Karnataka Forest Department 2. Karnataka Forest Development Corporation 3. Karnataka Cashew Development Corporation 4. Karnataka State Forest Industries Corporation 5. Mysore Match Company 6. Karnataka Pulpwood Limited 7. Karnataka veneers Limited 8. Zoo Authority of Karnataka
ii) The powers and duties of its officers and employees	Duties and Responsibilities of the Deputy Secretary Assisting the Principal Secretary and Secretary concerned with the Departments indicated at (i) above **Duties and Responsibilities of Personal Assistant** 1. Assist the Deputy Secretary in discharging of his functions and responsibilities 2. Handle all telephone call and maintain the programmes of the Deputy Secretary 3. Handle all Sectional work like taking dictation, typing of D.O. Letters, handle all the incoming and outgoing Files and tappal, etc 4. Prepare all types of reports, T.A.Bill. D.C. Bill, etc. **Duties and Responsibilities of Junior Assistant** 1. Receive the tappals and files and sending to section and other Department through FMS and LMS 2. Handle the telephone calls
iii) The procedure followed in the decision making process, including channels of supervision and accountability	All proposals received from Forest Department, KFDC, KSFIC, KCDC, KPL, KSVL, MMC and ZAK are processed in the Dept. in accordance with the relevant procedures, Acts and Rules. Decisions are taken keeping in mind the policies formulated by the Government in implementation of various schemes and projects. Proposals requiring approval of Secretary, Principal Secretary, FEE, Forest Minister, Chief Minister, Cabinet will also be processed and submitted for orders. After decision at higher levels, action will be taken to issue necessary letters, Govt. Orders, Notification, etc. Business is carried by following Acts and Rules of the Department in accordance with the instructions under the Secretariat Manual of Office Procedure. Regarding channels of supervision and delegation of powers orders have been issued vide O.M. No.FEE 116 CRS 2001 dated 4.12.2002.

iv) The norms set by it for the discharge of its functions	As per the norms prescribed in Transaction of Business Rules of Government of Karnataka and other standing instructions
v) The rules, regulations, instructions, manuals and records held by it or under its control or used by its employees for discharging its functions	Forest wing of Forest, Ecology and Environment Department is entrusted with the work of enforcement of the following Acts and Rules: 1. The Karnataka Forest Act, 1963 2. The Karnataka Forest Rules, 1964 3. The Forest (Conservation) Act, 1980 & Rules and Guidelines 4. The Wildlife Protection Act, 1972 5. The Wildlife (Protection) (Karnataka) Rules, 1973 6. The Karnataka Preservation of Trees Act, 1976 7. The Karnataka Preservation of Trees Rules, 1977 8. The Karnataka Forest Manual
vi) A statement of the categories of documents that are held by it or under its control	Usually no documents are held in Secretary (F) establishment – all tappals, files, notes etc. received will be sent to the concerned to put up for further orders and will be sent to higher authorities for obtaining orders
vii) The particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or administration thereof	Not applicable
viii) A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public	Not applicable
ix) A directory of its officers and employees	Ahmed A. Mokhtadar, Dy,. Secretary 22092324 22353958 Prema S.H. , stenographer M.G. Shahanawaz Husain, Jr.Asst. } 22353958 Kempamma, Dalayat

x) The monthly remuneration received by each of officers and employees including system of compensation as provided in its regulations	Sri. Ahmed A. Mokhtadar, Dy,. Secretary Rs. 35,809/- Smt. Prema S.H., Stenographer Rs. 15,809/- Sri. M.G.Shahanawaz Husain, Jr.Asst Rs. 9,500/- Sri. Kempamma, Dalayat Rs. 8,882/-
xi) The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made	Not applicable
xii) The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes	Not applicable
xiii) Particulars of recipients of concessions, permits or authorizations granted by it	*Not applicable*
xiv) Details in respect of the information, available to or held by its, reduced in an electronic form	Not applicable
xv) The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use	Not applicable
xvi) The names, designations and other particulars of the Public Information Officer	Appellate Authority of Forest Wing of Forest, Ecology and Environment Department under Right to Information Act, 2005
xvii) Such other information as may be prescribed	Not applicable

Information to Right to Information Act, 2005 (I.F.A. – A & B Sections)

Manuals	Answers
i) the particulars of its organizations, functions and duties;	I.F.A., Forest, Ecology and Environment Department comprises of the following: **(a)Personal Staff of IFA (no. of sanctioned posts)** a) P.A. 1 b) Group 'D' 1 **(b) I.F.A. 'A' Section** a)Section Officer 1 b) Senior Asst. 1 c)Assistants 2 - Vacant 1.Typist 1 - Vacant 2.Junior Asst. 1 -Vacant

	I.F.A. 'B' Section 1.Section Officer 1 2.Senior Asst. 1 3.Assistant 1 4.Typist 1 -Vacant 5.Group 'D' 1
ii) the powers and duties of its officers and employees;	The Deputy Secretary and I.F.A. will discharge the duties and responsibilities as envisaged vide Notification No.FD 24 BUD 81, dt.15.07.83 and Circular No.FD 16 BUD 2003, dt.09.07.03. The wing tender the opinion / advise / concurrence relating to the files received from Administrative sections of F.E.E. Department in respect of the following: (1) Finance (2) Budget (3) K.T.P.P. Act (4) Service Matters (5) Plan and Non-plan Schemes **Under Secretary - Not Sanctioned** **I.F.A. "A" Section:** **Duties and Responsibilities of the Section Officer:** Discharges the duties and responsibilities as prescribed in paras 24 and 25 of Secretariat Manual of Office Procedure. **Duties and Responsibilities of the Senior Assistant / Assistant:** Discharges the duties and responsibilities as envisaged vide paras 26 of Secretariat Manual of Office Procedure. **Shri. V. Nagesh Rao, Senior Asst.** Process of the files for tendering the advise / opinion / concurrence relating to finance / budget / service matters / technical matters of the administrative sections of Forest Departments. **Vacant Post (Assistant)** Process of the files for tendering the advise / opinion / concurrence relating to finance / budget / service matters / technical matters of the administrative sections of Co-operation Department. Matters relating to preparation of DMTFP reports and Budget Performance Reports.

	Matters relating to organizing of MMR meetings, issue of State Tender Bulletins as per KTPP Act and Rules. Matters relating to KTPP Act and Rules. Matters relating to conducting of meetings of Departmental Evaluation Committee (Evaluation of Plan Schemes). **Vacant Post (Assistant)** Process of the files for tendering the advise / opinion / concurrence relating to finance / budget / service matters / technical matters of the administrative sections of Ecology and Environment Department. Dairising of Receipts and files of F.E.E. Dept., quarterly / half-yearly inspection reports. Vacant Post (Junior Assistant) Duties and Responsibilities of the Junior Assistant: Discharges the duties and responsibilities as envisaged vide paras 27 of Secretariat Manual of Office Procedure. Duties and Responsibilities of the Stenographer: Discharges the duties and responsibilities as envisaged vide paras 28 of Secretariat Manual of Office Procedure. Taking dictations from DS and IFA. Duties and Responsibilities of the Typist: Discharges the duties and responsibilities as envisaged vide paras 29 of Secretariat Manual of Office Procedure. **Duties and Responsibilities of the Section Officer:** **I.F.A. “B” Section:** Discharges the duties and responsibilities as prescribed in paras 24 and 25 of Secretariat Manual of Office Procedure. **Duties and Responsibilities of the Senior Assistant / Assistant:** Discharges the duties and responsibilities as envisaged vide paras 26 of Secretariat Manual of Office Procedure. **Smt. Sumathi.B.N., Senior Asst.** Process of the files relating to administrative sections of Forest, Ecology and Environment Department in respect of C & AG

	Reports, Public Accounts Committee, Appropriation and Finance Accounts, Audit Paras and process and preparation of Budget Estimate for Appendix – B of 12 Districts. Sri. T.G.Shrinivasan, Senior Assistant Process of the files relating to administrative sections of Forest, Ecology and Environment Department in respect of Draft Comments, Draft Paras and Draft Review Paras and follow up actions. Preparation of Budget Estimate for Appendix – B of 15 Districts. Scrutiny of Budget Proposals relating to plan estimates and forwarding to Finance Dept. **Sri. B.S.Satish, Assistant :** Process of the files relating to administrative sections of Forest, Ecology and Environment Department Local Audit Committee Reports, Inspection reports. Organizing of Ad-hoc Committee meetings relating to LARs and IARs. Organising of Departmental Audit Committee meetings (Draft Review Paras). Preparation of papers for Appex Audit Committee under the chairmanship of Chief Secretary. Typist-Vacant
iii) the procedure followed in the decision making process, including channels of supervision and accountability;	a. As soon as the receipt is received from the Junior Assistant, the caseworker will scrutinize and enter in his worksheet and sort them according to their rating. A receipt will be brought on to a current file relating to the subject on which a file already exists, if not he will open a new file. According to the importance of the case he will put up a note consisting of brief resume of its background history. b.The Section Officer will see all incoming tappal and pass it on to the staff attached to them for taking necessary action regarding dairising, adding them on to the existing files / opening new files and noting movements. He will indicate priority where necessary, for putting up papers. He will also put up important references to higher authorities at the state, where it is considered necessary to bring it to their notice. c.The Section Officer will after obtaining files from their staff, examine the papers along with relevant material and taking into consideration the existing policy, precedents, standing orders, determine the line of action. d.If the line of action proposed is with his competence, he will proceed to record minimum noting and issue appropriate replies or orders

iv) the norms set by it for the discharge of its functions;	--
v) the rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions;	KCSR, KFC, MCE, Budget Manual, KTPP Act, Service Manual, CCA Rules, Medical Attendance Rules, Forest Account Code, Forest Manual, Conservation of Forest Act, Revenue Manual, Annual Budget Documents and General Delegation of Financial Powers both HOD and Secretaries etc.,
vi) a statement of the categories of documents that are held by it or under its control;	Receipts / file registers, Performance budget, DMTFP Report, Annual Reports of the Department, Budget Documents.
vii) the particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or administration thereof;	Receipts / file registers, Performance budget, DMTFP Report, Annual Reports of the Department, Budget Documents, Guard files, Data Bank and extract of Endorsements relating to important decisions and references etc.
viii) a statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advise and as to whether meetings are accessible for public;	Ad-hoc Committee in respect of Audit Paras Departmental Audit Committee under chairmanship of Principal Secretary, F.E.E. Dept. Departmental Evaluation Committee for finalizing the evaluation of schemes.
ix) a directory of its officers and employees;	DS and IFA, FEE Dept - 22281125 22032106 Section Officer, IFA – A Sec. – 22032699 Section Officer, IFA – B Sec. – 22032466

<table>
<tr><td>x) the monthly remuneration received by each of officers and employees including system of compensation as provided in its regulations;</td><td><u>IFA – A Section:</u>

Sri. M.M. Laxmeshwar, DS & IFA, - Rs. 28,000/-
Smt. Krishnappa , Section Officer - Rs. 21,000/-
Smt. Gayathri, Stenographer - Rs.16,084/-
Sri. V.Nagesh Rao, Senior Asst. - Rs. 14,525/-

Assistant (2 post) - Vacant
Junior Asst. (1 post) - Vacant
Typist - Vacant
Sri. B. Chunchappa, Jamedar - Rs. 11,059/-
.
<u>IFA – B Section:</u>
Smt. Veeranna, Section Officer - Rs. 22,413/-
Smt. Sumathi.B.N, Senior Asst. - Rs.16,084/-
Sri. T.G.Srinivasan, Senior Asst - Rs.16,084/-
Sri. Satish.B.S., Assistant - Rs.14,575/-
Typist (1 Post) - Vacant
Sri. B.Krishna, Jamedar - Rs.11,009/-</td></tr>
<tr><td>xi) the budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditure and reports on disbursements made;</td><td>(Rs. in lakhs)
<table>
<tr><td></td><td colspan="3">Allocation (2008-09)</td></tr>
<tr><td>Department</td><td>Plan</td><td>Non-plan</td><td>Total</td></tr>
<tr><td>Forest Dept. Ecology & Environment Dept.</td><td>24012.16</td><td>26037.49</td><td>50049.65</td></tr>
</table></td></tr>
<tr><td>xii) the manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes;</td><td>Not Applicable</td></tr>
<tr><td>xiii) particulars of recipients of concessions, permits or authorizations granted by it;</td><td>Not Applicable</td></tr>
<tr><td>xiv) details in respect of the information, available to or held by it, reduced in an electronic form;</td><td>Not Applicable</td></tr>
<tr><td>xv) the particulars of facilities available to citizens for obtaining information including the working hours of a library or reading room, if maintained for public use;</td><td>Not Applicable</td></tr>
</table>

xvi) the names, designations and other particulars of the Public Information Officers;	I. I.F. A & Ex-officio Deputy Secy.to Govt., – Public Information Officer – Ph No: 22281125 II. Section Officer IFA 'A' Ph. No: 22032699 – Assistant Public Information Officer.
xvii) such other information as may be prescribed;	Not Applicable

Information to Right to Information Act, 2005 (Forest-Services)

Manuals	Answers
i) the particulars of its organization, functions and duties;	Forest, Environment & Ecology Department (Forest- Services)
ii) the powers and duties of its officers and employees;	To deal with all Service matters pertaining to Group-A and Group-B Officers of Forest Department except the cases in which the powers have been delegated to the Principal Chief Conservator of Forests, Bangalore. **Duties and Responsibilities of the Under Secretary** 1. The Under Secretary disposes of at his level, such cases as authorized under the delegation of powers. 2. The Under Secretary examines and initiates noting at his level and deal with other cases in accordance with the Karnataka Government (Transaction of Business) Rules 1977 and other instructions. 3. The Under Secretary supervises the work of all the subordinate staff under his control and will discharge duties and responsibilities as envisaged in the Secretariat Manual. 4. The Under Secretary will be responsible for keeping the higher officers informed of all important developments, problems or difficulties in the cases dealt with by them. **Duties and Responsibilities of the Section Officer** 1. The Section Officer submits the cases to the Under Secretary with his note/opinion for taking decision on the subject. 2. The Section Officer examines and initiates noting at his level and deal with other cases in accordance with the Karnataka Government (Transaction of Business) Rules 1977 and other instructions. 3. The Section Officer also prepares notes and replies in respect of matters which are of urgent in nature.

4. The Section Officer supervises the work of all the subordinate staff in his group and will discharge duties and responsibilities as envisaged in the Secretariat Manual .

5. The Section Officer is responsible for keeping the higher officers informed of all important developments, problems or difficulties in the cases dealt with by them.

Duties and Responsibilities of Senior Assistant/Assistant:

1. The Officials help the Section Officer in quick and efficient disposal of cases. The Official should show initiative and intelligence in identifying ways to facilitate decision on cases by collecting and presenting relevant records, material, maintain up-to-date relevant Acts and Rules and instructions, selected files, digest of important previous decisions.
2. Getting files on the subject, docketing, referencing, numbering, opening of new files etc.
3. Submission of receipts with the material collected duly referenced and arranged to the Section Officer within five days.
4. Putting up of files, timely issue of reminders with standard draft wherever necessary etc.
5. Getting fair copies typed, comparing and submitting them for signature etc.
6. Assisting the Section Officer in discharge of his functions, preparing Statements, consolidating information etc.,
7. To exercise the duties / responsibilities to be instructed by the Higher Authorities.

Duties & Responsibilities of Junior Assistant:

The Junior Assistant is entrusted with the routine duties of maintaining prescribed registers, dispatching and recording of cases. In addition, Junior Assistant should assist the Assistant/Senior Assistant and the Section Officer in the preparation of statements and periodical returns, issue of reminders and comparing fair copies. To receive the Tappals and Letters and give them to the respective Senior Assistant / Assistant duly obtaining the acknowledgement. He shall also do the Letter monitoring and File Monitoring of the Receipts and Files.

	<u>Duties & Responsibilities of Stenographer and Typist</u>: **Duties & Responsibilities of Stenographer** 1) Assist the Under Secretary in discharging of her/his functions and responsibilities. 2) Taking dictation in Shorthand and its transcription in the best manner possible. 3) Preserving and maintaining in confidential records and other papers in the personal custody of the officer 4) Typing of D.O. Letters handle the incoming and out going files and tappal. etc., **Typists**: The Typist will attend all typing work of the section.
iii) the procedure followed in the decision making process, including channels of supervision and accountability;	1. As soon as the receipts received from the Junior Assistant, the case worker will scrutinize and enter in his worksheet and sort out them according to their rating. A receipt will be brought on to a current file relating to the subject on which a file already exists, if not he will open a new file. According to the importance of the case he will put up a note consisting of brief resume of its background history. 2. The Section officer sees all incoming tappal and pass it on to the staff attached to him for taking necessary action for diarising / adding them on to the existing files/opening new files and noting movements. He will indicate priority wherever necessary. He will also put up important references to higher authorities . 3. The Section officer, on the files, submitted to him by the case workers, shall examine the contents of the proposal with reference to Rules, Procedure, Standing Orders, Precedents and Policies of the Government and suggest the course of action. 4. If the line of action proposed is with his competence, he will proceed to record minimum noting and issue appropriate replies or orders.
iv) the norms set by it for the discharge of its functions;	-

v) the rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions.	Generally the procedure laid down in Secretariat Manual is being followed; while putting up the files. However the Rules / Circulars / Standing Orders issued by the Finance Department and D.P.A.R. and other Departments from time to time are also adhered to.
vi) a statement of the categories of documents that are held by it or under its control;	Receipts/Files, annual reports of the Department, important project proposal sent by the Principal Chief Conservator of Forests.
vii) the particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or administration thereof;	Not applicable.
viii) a statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advise, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public;	Not applicable.
ix) a directory of its officers and employees;	Section Officer, Forest -Services -I - 22032017 (office) Senior Assistant- Assistant Assistant Junior Assistant Typist Dalayath
x) the monthly remuneration received by each of officers and employees, including system of compensation as provided in its regulations;	Salary Sri Vadagave Basavaraju, Under Secretary - - Rs. 20,300/- Smt N.S.Kapila, S.O. - Rs. 23,697/- Sri Madaiah, Sr. Asst. , - Rs. 15,300/- Smt Kamala Jayaram, Asst., - Rs 14,525/- Sri S. Harsha, Asst. - Rs. 12,500/- Smt B.N. Manjula , Steno, - Rs. 16,500/- Sri D. Ravikumar, Jr. Asst., - Rs. 12,257/- Vacant post , Typist Jayaram, Dayalath -Rs. 8,500/-

xi) the budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made;	Not applicable
xii) the manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes;	Not applicable
xiii) particulars of recipients of concessions, permits or authorizations granted by it;	Not applicable
xiv) details in respect of the information, available to or held by it, reduced in an electronic form;	Not applicable
xv) the particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use;	Not applicable
xvi) the names, designations and other particulars of the Public Information Officers;	1) Under Secretary to Govt.,-Services, Forest, Environment & Ecology Department. - Public Information Officer (Ph.No:22032349) 2) Section Officer , Services-1, Forest, Environment & Ecology Department - Assistant Public Information Officer. (Ph. No: 22032017)
xvii) such other information as may be prescribed.	-

Information to Right to Information Act, 2005 (Wildlife and Corporation)

Manuals	Answers
i) the particulars of its organization, functions and duties;	Forest, Environment & Ecology Department **(Wildlife and Corporation)**
ii) the powers and duties of its officers and employees;	To deal with the matters pertaining to Principal Chief Conservator of Forests (Wildlife), Wildlife wing, National Parks and Sancturies, matter pertaining to Karnataka Forest Development Corporation, Karnataka State Forest Industries Corporation, Karnataka Cashew Development Corporation, KSVL, KPL, & MMC, ZAK. **Duties and Responsibilities of the Under Secretary** 1. The Under Secretary disposes at his level, such cases as authorized under the delegation of powers.

	2. The Under Secretary examines and initiates noting at his level and deals with other cases in according with Karnataka Government (Transaction of Business) Rules 1977 and other instructions. 3. The Under Secretary supervises the work of all the subordinate staff in his group and discharges duties and responsibilities as envisaged in the Secretariat Manual . 4. The Under Secretary will be responsible for keeping the higher officers informed of all important developments, problems or difficulties in the cases dealt with by them. **Duties and Responsibilities of the Section Officer** 1. The Section Officer submits the cases to the Under Secretary with his note/opinion for taking decision on the subject. 2. The Section Officer examines and initiate noting at his level and deal with other cases in accordance with Karnataka Government (Transaction of Business) Rules 1977 and other instructions. 3. The Section Officer also prepares replys in respect of matters which are of urgent nature. 4. The Section Officer supervises the work of all the subordinate staff in his group and discharges duties and responsibilities as envisaged in the Secretariat Manual . 5. The Section Officer will be responsible for keeping the higher officers informed of all important developments, problems or difficulties in the cases dealt with by them. **Duties and Responsibilities of Senior Assistant/Assistant**: 1. The Officials help the Section Officer in quick and efficient disposal of cases allocated. The Official should show initiative and intelligence in identifying ways to facilitate decision on cases by collecting and presenting relevant material, maintaining up-to-date relevant Acts and Rules and instructions, selected files, digest of important previous decisions. 2. Getting files on the subject, docketing, referencing, numbering, opening of new files etc.,

	3. Making over receipts with the material collected duly referenced and arranged to the Section Officer within five days. 4. Putting up of files, timely issue of reminders with standard draft wherever necessary etc. 5. Getting fair copies typed, comparing and submitting them for signature etc. 6. Assisting the Section Officer in discharge of his functions, preparing Statements, consolidating information etc., 7. Other duties, responsibilities instructed the officials by the higher authorities. **Duties & Responsibilities of Junior Assistant**: The Junior Assistant is entrusted with the routine duties of maintaining prescribed registers, dispatching and recording of cases. In addition, Junior Assistant should assist the Assistant/Senior Assistant and the Section Officer in the preparation of statements and periodical returns, issue of reminders and comparing fair copies. **Duties & Responsibilities of Stenographer**: The Stenographer attends to dictation, and transcription work and typing work entrusted by Under Secretary. **Duties & Responsibilities of Typist**: The Typist attends all typing work of the section.
iii) the procedure followed in the decision making process, including channels of supervision and accountability;	1. As soon as the receipt is received from the Junior Assistant, the case worker will scrutinize and enter in his worksheet and sort them according to their rating. A receipt will be brought on to a current file relating to the subject on which a file already exists,if not he will open a new file. According to the importance of the case he will put up a note consisting of brief resume of its background history. 2. The Section officer will see all incoming tappal and pass it on to the staff attached to them for taking necessary action regarding diarising, adding them on to the existing files/opening new files and noting movements. He will indicate priority where necessary, for putting up papers. He will also put up important references to higher authorities at the stage, where it is considered necessary to bring it to their notice.

	3. The Section officer will after obtaining files from their Staff, examine the papers along with relevant material and taking into consideration the existing policy, precedents, standing orders, determine the line of action. 4. If the line of action proposed is with his competence, he will proceed to record minimum noting and issue appropriate replies or orders.
iv) the norms set by it for the discharge of its functions;	-
v) the rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions.	Regarding financial delegation powers issued by the Forest, Ecology & Environment Department, Finance Department and other guidelines issued by the D.P.A.R. and other Departments. Wild Life and Protection Act, 1972.
vi) a statement of the categories of documents that are held by it or under its control;	Receipts/Files, audit paras of the Department, Annual reports, Audit reports of the KFDC, KSFIC, KCDC, ZAK, KSVL, KPL etc.
vii) the particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or administration thereof;	Not applicable.
viii) a statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advise, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public;	KFDC, KSFIC, KCDC, ZAK. Not open to the Public
ix) a directory of its officers and employees;	Under Secretary to Govt., (wild Life and Planning) - 22032443 Section Officer (Wild Life & Corporation) - 22032018 Smt. P.R. Kalavathi,Under Secretary. Sri. S.P. Patil, Section Officer Sri S.K.Rayanna Goudar, Sr.Asst. SriK.R.Sathyanarayana Singh, Asst. .

	Kumari. S.Jalajakshi, Steno Sri R. Shivakumar, Junior Asst. Sri Parashuram Biradar, Typist (Vacant) - Dalayat
x) the monthly remuneration received by each of officers and employees, including system of compensation as provided in its regulations;	Salary Smt.P.R. Kalavathi, Under Secretary. Rs. 23,920/- Sri. S.P. Patil, Section Officer Rs. 21,971/- Sri S.K.Rayanna Goudar, Sr.Asst. Rs. 17,360/- Sri K.R. Sathyanarayana Singh, Asst. Rs. 13,244/- Sri. R. Shivakumar, Jr. Asst. Rs. 10,179/- Kumari. S.Jalajakshi, Steno Rs. 13,051 /- Sri Parashuram Biradar, Typist Rs. 8,795/- (Vacant) - Dalayat
xi) the budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made;	Not applicable
xii) the manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes;	Not applicable
xiii) particulars of recipients of concessions, permits or authorizations granted by it;	Not applicable
xiv) details in respect of the information, available to or held by it, reduced in an electronic form;	Not applicable
xv) the particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use;	Not applicable
xvi) the names, designations and other particulars of the Public Information Officers;	_Under Secretary (Wild Life and Planning) –Public Information Officer. Ph No: 22032443 Section Officer (Wild Life & Corporation)- Assistant Public Information Officer Ph No: 22032018
xvii) such other information as may be prescribed.	---

Information to Right to Information Act, 2005 (Forest)

Manuals	**Answers**
i) the particulars of its organization, functions and duties;	Forest, Environment & Ecology Department (Forest Section)
ii) the powers and duties of its officers and employees;	To deal with the following subjects:- 1. Minor forest produce and matters relating thereto. 2. Sandalwood, white chips etc., and matter relating there to. 3. Disposal of Bamboos and cane in excess of the powers vested with the PCCF. 4. Matters pertaining to the Karnataka Preservation of Trees Act like felling permission, Malki value fixation and other matters. 5. Extension of time for acceptance of payment of balance amount of bid amount and for release of wood from Government Depots. 6. Amendments to all Acts and Rules relating to Forest Department. 7. Entrustment of logging works to Co-operative Societies/Government Companies/Corporations. 8. Matters pertaining to Forest offences. 9. Allotment of Wood to Organisations and religious Institutions at concessional rates as per rules. 10. Notifications under section 4 and 17 of Karnataka Forest Act and denotification of Forest land. **Duties and Responsibilities of the Under Secretary** 1. The Under Secretary will dispose off at his level such cases as authorized under the delegation of powers issued by the Government from time to time. 2. The Under Secretary will examine and initiate noting at his level in cases of urgent nature and Legislature matters and deal with other cases in accordance with the Karnataka Government (Transaction of Business) Rules 1977 and other instructions issued from time to time.

	3. The Under Secretary will supervise the work of all the subordinate staff in his Section and will discharge duties and responsibilities as envisaged in the Secretariat Manual of Office Procedure. 4. The Under Secretary will be responsible for keeping the higher officers informed of all important developments, problems or difficulties in the cases dealt with by him. **Duties and Responsibilities of the Section Officer** 1. The Section Officer will submit the cases to the Under Secretary with his note/opinion for taking decision on the subject. 2. The Section Officer will examine and initiate noting at his level and deal with other cases in accordance with Karnataka Government (Transaction of Business) Rules 1977 and other instructions. 3. The Section Officer will also prepare replies in respect of matters which are of urgent in nature. 4. The Section Officer will supervise the work of all the subordinate staff in his Section and will discharge duties and responsibilities as envisaged in the Secretariat Manual of Office Procedure. 5. The Section Officer will be responsible for keeping the higher officers informed of all important developments, problems or difficulties in the cases dealt with by him. **Duties and Responsibilities of Senior Assistant/Assistant**: 1. The Officials will help the Section Officer in quick and efficient disposal of cases allocated to the section. The Official should show initiative and intelligence in identifying ways to facilitate decision on cases by collecting and presenting relevant material, maintaining up-to-date relevant Acts and Rules and instructions, selected files, digest of important previous decisions, Precedent cases etc. 2. Getting files on the subject, docketing, referencing, numbering, opening of new files etc.,

	3. Making over receipts with the material collected duly referenced and arranged to the Section Officer within five days. 4. Putting up of files, timely issue of reminders with standard draft wherever necessary etc. 5. Getting fair copies typed, comparing and submitting them for signature etc. 6. Assisting the Section Officer in discharge of his functions, preparing Statements, consolidating information etc., 7. other duties, responsibilities instructed the officials by the higher authorities. **Duties & Responsibilities of Junior Assistant**: The Junior Assistant is entrusted with the routine duties of maintaining prescribed registers, movement of files and receipts, dairaising of letters/ receipt and dispatching of letters and recording of cases. In addition, Junior Assistant should assist the Assistant/Senior Assistant and the Section Officer in the preparation of statements and periodical returns, issue of reminders and comparing fair copies. **Duties&Responsibilitiesof Typist/Stenographers**: Stenographer will attend to the work of movement of files / receipts, taking dictation, typing and all other work entrusted to him by his Officer superior. The Typist will attend to all typing work of the section and other work entrusted by the Section Officer.
iii) the procedure followed in the decision making process, including channels of supervision and accountability;	1. As soon as the receipt is received from the Junior Assistant, the case worker will scrutinize and enter in his worksheet and sort them according to their rating. A receipt will be brought on to a current file relating to the subject on which a file already exists, if not, he will open a new file. According to the importance of the case he will put up a note consisting of brief resume of its background history. 2. The Section officer will see all incoming tappal and pass it on to the staff attached to him for taking necessary action for diarising / adding them on to the connected files/opening new files and noting movements. He will indicate priority

	wherever necessary. He will also put up important references to higher authorities wherever it is considered necessary. 3. The Section officer, on receipt of the files submitted to him by the case workers shall examine the contents of the proposals with reference to Rules, procedures, precedent cases, standing orders, and policies of the Government and suggest the course of action. He shall also place on the file, copies of such relevant orders etc. for perusal of the superior Officers. 4. If the line of action proposed is within his competence, he will proceed to record minimum noting and issue appropriate replies or orders.
iv) the norms set by it for the discharge of its functions;	-
v) the rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions.	Karnataka Forest Act and Rules, Karnataka Forest Manual. and other important orders/guidelines issued by the Finance Department/ D.P.A.R./ Law Department/ DPAL.
vi) a statement of the categories of documents that are held by it or under its control;	Receipts/Files, Acts and Rules, Departmental Manuals etc. of the Department and the Standing Orders of the Finance Department/ DPAR / LD and DPAL
vii) the particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or administration thereof;	Not applicable.
viii) a statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advise, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public;	Not applicable.
ix) a directory of its officers and employees;	Under Secretary to Govt., (Forest) – 22032255 (Office) Steno/PA to Under Secy. Section Officer, Forest - 22032023 (Office)

	Senior Assistant - Vacant Assistants Junior Asst Typist - Vacant Dalayat
x) the monthly remuneration received by each of officers and employees, including system of compensation as provided in its regulations;	**Name of the Officers and staff Salary** Sri. Gopal, Under Secretary Rs. 20,200/- Smt.J.R. Annapoorna, Section Officer Rs. 20,000/- Vacant - Sr. Assistant Smt.K.V.Rajeshwari, Stenographer Rs. 13,657/- Sri. Shivaprakash. Asst. Rs. 12,250/- Sri Anjaneyulu, Asst. Rs. 13,179/- Sri Chikkanna Jr. Asst Rs. 13,179/- Vacant - Typist Smt. Anjanamma, Dalayat Rs. 8,000/-
xi) the budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made;	Not applicable
xii) the manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes;	Not applicable
xiii) particulars of recipients of concessions, permits or authorizations granted by it;	Not applicable
xiv) details in respect of the information, available to or held by it, reduced in an electronic form;	Not applicable
xv) the particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use;	Not applicable
xvi) the names, designations and other particulars of the Public Information Officers;	Under Secretary to Govt., (Forest), - Public Information Officer -Ph.No: 22032255 Section Officer, (Forest), - Assistant Public Information Officer- Ph.No: 22032023

xvii) such other information as may be prescribed.	-----

Information to Right to Information Act, 2005 (Forest-Conservation)

Manuals	Answers
i) the particulars of its organization, functions and duties;	Forest, Environment & Ecology Department (Forest Conservation)
ii) the powers and duties of its officers and employees;	To deal with proposals relating to diversion of forest land under Forest (Conservator) Act, 1980 for non forestry purposes and all related matters and giving temporary working permissions in case of mining (All stages). Proposals related to encroachments in forest lands, C&D class lands, unauthorized cultivations, land Bank Matters etc., Permissions for usage of forest land for holding rallies etc. Lease rent. **Duties and Responsibilities of the Under Secretary** 1. The Under Secretary will dispose at his level, such cases as authorized under the delegation of powers. 2. The Under Secretary will examine and initiate noting at his level and deal with other cases in according with Karnataka Government (Transaction of Business) Rules 1977 and other instructions. 3. The Under Secretary will supervise the work of all the subordinate staff in his group and will discharge duties and responsibilities as envisaged in the Secretariat Manual . 4. The Under Secretary will be responsible for keeping the higher officers informed of all important developments, problems or difficulties in the cases dealt with by them. **Duties and Responsibilities of the Section Officer** 1. The Section Officer will submit the cases to the Under Secretary with his note/opinion for taking decision on the subject. 2. The Section Officer will examine and initiate noting at his level and deal with other cases in accordance with Karnataka Government (Transaction of Business) Rules 1977 and other instructions. 3. The Section Officer will also prepare replies in respect of matters which are of urgent in nature. 4. The Section Officer will supervise the work of all the subordinate staff in his group and will discharge duties and responsibilities as envisaged in the Secretariat Manual .

5. The Section Officer will be responsible for keeping the higher officers informed of all important developments, problems or difficulties in the cases dealt with by them.

Duties and Responsibilities of Senior Assistant/Assistant:

1. The Officials will help the Section Officer in quick and efficient disposal of cases allocated. The Official should show initiative and intelligence in identifying ways to facilitate decision on cases by collecting and presenting relevant material, maintaining up-to-date relevant Acts and Rules and instructions, selected files, digest of important previous decisions.
2. Getting files on the subject, docketing, referencing, numbering, opening of new files etc.,
3. Making over receipts with the material collected duly referenced and arranged to the Section Officer within five days.
4. Putting up of files, timely issue of reminders with standard draft wherever necessary etc.
5. Getting fair copies typed, comparing and submitting them for signature etc.
6. Assisting the Section Officer in discharge of his functions, preparing Statements, consolidating information etc.,
7. other duties, responsibilities instructed the officials by the higher authorities.

Duties & Responsibilities of Junior Assistant:

The Junior Assistant is entrusted with the routine duties of maintaining prescribed registers, dispatching and recording of cases. In addition, Junior Assistant should assist the Assistant/Senior Assistant and the Section Officer in the preparation of statements and periodical returns, issue of reminders and comparing fair copies.

Duties & Responsibilities of Stenographer

1. Assist the Under Secretary in discharging his functions and responsibilities.
2. Taking dictation in shorthand and its transcription in the best manner possible.
3. Preserving and maintaining in confidential records and other papers in the personal custody of the officer.

	4. Handle section work like taking dictation, typing of D.O.letters handling the incoming and out going files and tappal, etc., **Duties & Responsibilities of Typist**: The Typist will attend all typing work of the section.
iii) the procedure followed in the decision making process, including channels of supervision and accountability;	1. As soon as the receipt is received from the Junior Assistant, the case worker will scrutinize and enter in his worksheet and sort them according to their rating. A receipt will be brought on to a current file relating to the subject on which a file already exists, if not he will open a new file. According to the importance of the case he will put up a note consisting of brief resume of its background history. 2. The Section officer will see all incoming tappal and pass it on to the staff attached to them for taking necessary action regarding diarising, adding them on to the existing files/opening new files and noting movements. He will indicate priority where necessary, for putting up papers. He will also put up important references to higher authorities at the stage, where it is considered necessary to bring it to their notice. 3. The Section officer will after obtaining files from their Staff, examine the papers along with relevant material and taking into consideration the existing policy, precedents, standing orders, determine the line of action. 4. if the line of action proposed is with his competence, he will proceed to record minimum noting and issue appropriate replies or orders.
iv) the norms set by it for the discharge of its functions;	---
v) the rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions.	Regarding financial delegation powers issued by the Finance Department and other guidelines issued by the D.P.A.R. and the F.C.(Act) 1980 and rules issued there under.
vi) a statement of the categories of documents that are held by it or under its control;	Receipts/Files, proposals regarding diversion of forest land, encroachment of forest land sent by the Principal Chief Conservator of Forests. Public and various other authorities.

vii) the particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or administration thereof;	Not applicable.
viii) a statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advise, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public;	Not applicable.
ix) a directory of its officers and employees;	Section Officer, Forest Conservation - 22032022 (office) Sr. Assistant Assistant Assistant Jr. Assistant - Vacant Typist - Vacant Dalayat - Vacant
x) the monthly remuneration received by each of officers and employees, including system of compensation as provided in its regulations;	**Gross Salary** Smt. H.M.Mallikarjuna Swamy Under Secretary - Rs.22,413/- Sri. B. Shankarappa, Section Officer Rs. 21,379 /- Smt L. Yashoda, Sr. Asst Rs. 15,600/- Smt. G.L.Vimala, Stenographer Rs. 15,809/- Sri. P.C. Rajanna, Asst Rs. 15,769/- Smt K.S,.Leelavathi, Asst. Rs. 9,627/- Vacant - Jr.Asst. Vacant - Typist - Vacant - Dalayat
xi) the budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made;	Not applicable
xii) the manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes;	Not applicable

xiii) particulars of recipients of concessions, permits or authorizations granted by it;	Not applicable
xiv) details in respect of the information, available to or held by it, reduced in an electronic form;	Not applicable
xv) the particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use;	Not applicable
xvi) the names, designations and other particulars of the Public Information Officers;	Under Secretary to Govt(Forest Conservation and Co-ordination) – Public Information Officer –Ph No:22032205 Section Officer (Forest Conservation) – Assistant Public Information Officer,) - 22032022
xvii) such other information as may be prescribed.	------

Information to Right to Information Act, 2005 (Services-2 and Planning)

Manuals	Answers
i) the particulars of its organization, functions and duties;	Forest, Environment & Ecology Department ((Services and Planning matters – Services-2 Section)
ii) the powers and duties of its officers and employees;	1) To deal with the all the planning & budgetary matters pertaining to Office of the Principal Chief Conservator of Forests 2) To deal with the all the enquiry matters pertaining to Forest Department 3) To deal with the Assets and Liabilities of the DCF in Forest Department 4) To deal with service matters of the Ministerial staff pertaining to Forest Department.

Duties and Responsibilities of the Under Secretary

1. The Under Secretary will dispose at his level, such cases as authorized under the delegation of powers.
2. The Under Secretary will examine and initiate noting at his level and deal with other cases in according with Karnataka Government (Transaction of Business) Rules 1977 and other instructions.
3. The Under Secretary will supervise the work of all the subordinate staff in his group and will discharge duties and responsibilities as envisaged in the Secretariat Manual .
4. The Under Secretary will be responsible for keeping the higher officers informed of all important developments, problems or difficulties in the cases dealt with by them.

Duties and Responsibilities of the Section Officer

1. The Section Officer will submit the cases to the Under Secretary with his note/opinion for taking decision on the subject.
2. The Section Officer will examine and initiate noting at his level and deal with other cases in accordance with Karnataka Government (Transaction of Business) Rules 1977 and other instructions.
3. The Section Officer will also prepare replies in respect of matters which are of urgent in nature.
4. The Section Officer will supervise the work of all the subordinate staff in his group and will discharge duties and responsibilities as envisaged in the Secretariat Manual .
5. The Section Officer will be responsible for keeping the higher officers informed of all important developments, problems or difficulties in the cases dealt with by them.

	Duties and Responsibilities of Senior Assistant/Assistant: 1. The Officials will help the Section Officer in quick and efficient disposal of cases allocated. The Official should show initiative and intelligence in identifying ways to facilitate decision on cases by collecting and presenting relevant material, maintaining up-to-date relevant Acts and Rules and instructions, selected files, digest of important previous decisions. 2. Getting files on the subject, docketing, referencing, numbering, opening of new files etc., 3. Making over receipts with the material collected duly referenced and arranged to the Section Officer within five days. 4. Putting up of files, timely issue of reminders with standard draft wherever necessary etc. 5. Getting fair copies typed, comparing and submitting them for signature etc. 6. Assisting the Section Officer in discharge of his functions, preparing Statements, consolidating information etc., 7. other duties, responsibilities instructed the officials by the higher authorities. **Duties & Responsibilities of Junior Assistant**: The Junior Assistant is entrusted with the routine duties of maintaining prescribed registers, dispatching and recording of cases. In addition, Junior Assistant should assist the Assistant/Senior Assistant and the Section Officer in the preparation of statements and periodical returns, issue of reminders and comparing fair copies. **Duties & Responsibilities of Typist**: The Typist will attend all typing work of the section.
iii) the procedure followed in the decision making process, including channels of supervision and accountability;	1. As soon as the receipt is received from the Junior Assistant, the case worker will scrutinize and enter in his worksheet and sort them according to their rating. A

	receipt will be brought on to a current file relating to the subject on which a file already exists,if not he will open a new file. According to the importance of the case he will put up a note consisting of brief resume of its background history. 2. The Section officer will see all incoming tappal and pass it on to the staff attached to them for taking necessary action regarding diarising, adding them on to the existing files/opening new files and noting movements. He will indicate priority where necessary, for putting up papers. He will also put up important references to higher authorities at the stage, where it is considered necessary to bring it to their notice. 3. The Section officer will after obtaining files from their Staff, examine the papers along with relevant material and taking into consideration the existing policy, precedents, standing orders, determine the line of action. If the line of action proposed is with his competence, he will proceed to record minimum noting and issue appropriate replies or orders.
iv) the norms set by it for the discharge of its functions;	-
v) the rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions.	Regarding financial delegation powers issued by the Finance Department and other guidelines issued by the D.P.A.R.
vi) a statement of the categories of documents that are held by it or under its control;	Receipts/Files, annual reports of the Department, important project proposal sent by the Principal Chief Conservator of Forests.
vii) the particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or administration thereof;	Not applicable.

viii) a statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advise, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public;	Not applicable.
ix) a directory of its officers and employees;	Section Officer, Forest -D - 22032024 (office) Senior Assistant Assistant-2 posts - Vacant Junior Assistant Typist - Vacant Dalayat
x) the monthly remuneration received by each of officers and employees, including system of compensation as provided in its regulations;	**Salary** Sri.Vadagave Basavaraj (Service Matters) Under Secretary Rs. 20,300/- Sri. P.R.Kalavathi (Planning Matters) Under Secretary Rs .23,920/- Sri. M.B. Vijaya kumar Section Officer Rs. 19,224/- Sri. B.V. Srinivasaiah, Sr. Asst., Rs. 17,360/- Vacant - Asst. - Vacant - , Asst., Sri H. Anjanappa, Jr.Asst. - Rs. 12,935/-- Vacant - Typist - - Smt. N. Jayammma , Dalayat Rs. 7,713 /-
xi) the budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made;	Not applicable
xii) the manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes;	Not applicable
xiii) particulars of recipients of concessions, permits or authorizations granted by it;	Not applicable
xiv) details in respect of the information, available to or held by it, reduced in an electronic form;	Not applicable
xv) the particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use;	Not applicable

xvi) the names, designations and other particulars of the Public Information Officers;	Under Secretary to Govt., – Public Information Officer- Ph No: 22032349 Ph No: 22032443 Section Officer (Services-2)- Assistant Public Information Officer Ph.No: 22032024
xvii) such other information as may be prescribed.	---

Information to Right to Information Act, 2005 (Co-ordination, R & I)

Manuals	Answers
i) the particulars of its organization, functions and duties;	Forest, Environment & Ecology Department (Co-ordination and R & I Section)
ii) the powers and duties of its officers and employees;	To receive all the letters /receipts and issue all the letters of the entire Forest, Ecology and Environment department. Matters pertaining to Secretaries meeting, Staff meeting etc. Furnishing of monthly statement to DPAR and kannada & Culture Departments. To procure stationery from the Government Press and its distribution among the Officers and the Sections. Purchase of stationery from the Janatha Bazaar and the MSIL and its distribution among the Sections and the Officers, maintenance of pool car of the Department, maintenance of the Xerox machine. **Duties and Responsibilities of the Under Secretary** 1 The Under Secretary will dispose off at his level, such cases as authorized under the delegation of powers issued by the Government from time to time. 2 The Under Secretary will examine and initiate noting at his level in cases of urgent nature and Legislature matters and deal with other cases in accordance with the Karnataka Government (Transaction of Business) Rules 1977 and other instructions issued from time to time. 3. The Under Secretary will supervise the work of all the subordinate staff in his Section and will discharge duties and responsibilities as envisaged in the Secretariat Manual of Office Procedure.

4. The Under Secretary will be responsible for keeping the higher officers informed of all important developments, problems or difficulties in the cases dealt with by them.

Duties and Responsibilities of the Section Officer

1. The Section Officer will sort out the receipts received in the Department Section-wise and mark them to the concerned Sections. He will also supervise the dispatch of letters of the Department.
2. Section Officer will submit the cases to the Under Secretary with his note/opinion for taking decision on the subject.
3. The Section Officer will examine and initiate noting at his level and deal with other cases in accordance with Karnataka Government (Transaction of Business) Rules 1977 and other instructions.
4. The Section Officer will also prepare replies in respect of matters which are of urgent in nature.
5. The Section Officer will supervise the work of all the subordinate staff in his Section and will discharge duties and responsibilities as envisaged in the Secretariat Manual of Office Procedure.
6. The Section Officer will be responsible for keeping the higher officers informed of all important developments, problems or difficulties in the cases dealt with by him.

Duties and Responsibilities of Assistant:

1. The Assistant will help the Section Officer in quick and efficient disposal of cases allocated to the Section. The Official should show initiative and intelligence in identifying ways to facilitate decision on cases by collecting and presenting relevant material, maintaining up-to-date relevant Acts and Rules and instructions, selected files, digest of important previous decisions etc.
2. Getting files on the subject, docketing, referencing, numbering, opening of new files etc.,

	3. Making over receipts with the material collected duly referenced and arranged to the Section Officer within five days. 4. Putting up of files, preparation of periodical statements, timely issue of reminders with standard draft wherever necessary, etc. 5. Getting fair copies typed, comparing and submitting them for signature etc. 6. Assisting the Section Officer in discharge of his duties 7. other duties, responsibilities instructed to the official by the higher authorities. 8. Maintenance of the Xerox machine. **Duties & Responsibilities of Junior Assistant**: The Junior Assistant is entrusted with the receipt of letters, giving computer numbers /dairaising, sending them to the concerned Sections dispatch of letters of the Department. Routine duties of maintaining prescribed registers, dispatching and recording of cases, to record the movement of files. In addition, Junior Assistant should assist the Assistant and the Section Officer in the preparation of statements and periodical returns, issue of reminders and comparing fair copies.
iii) the procedure followed in the decision making process, including channels of supervision and accountability;	1 As soon as the receipt is received from the Junior Assistant, the case worker will scrutinize and enter in his worksheet and sort them according to their rating. A receipt will be brought on to a current file relating to the subject on which a file already exists, if not he will open a new file. According to the importance of the case he will put up a note consisting of brief resume of its background history and suggesting the course of action. 2. The Section officer will see all incoming tappal and mark them to the concerned Sections. for taking necessary action regarding diarising, and sending them to the concerned sections. He will indicate priority where necessary, for putting up papers. He will also put up important references to higher authorities wherever it is considered necessary. 3. The Section officer will on receipt of the files from his Staff, examine them along with

	relevant material and taking into consideration the existing policy, precedents, standing orders, determine/suggests the line of action. 4. If the line of action proposed is within his competence, he will proceed to record minimum noting and issue appropriate replies or orders.
iv) the norms set by it for the discharge of its functions;	-
v) the rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions.	-
vi) a statement of the categories of documents that are held by it or under its control;	-
vii) the particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or administration thereof;	Not applicable.
viii) a statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advise, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public;	Not applicable
ix) a directory of its officers and employees;	Under Secretary to Govt., (Forest Conservation & Co-ordination) - 22032205 Section Officer, Co-ordination, Receipt & Issue Section - 22032011 Assistant Junior Assistant -2 posts Dalayat -2 (one post vacant)
x) the monthly remuneration received by each of officers and employees, including system of compensation as provided in its regulations;	**Name of the Officer/official Salary** Smt. H.M.Mallikarjuna Swamy , Under Secretary - Rs. 22,413/- Sri. Adhiraj, Section Officer Rs. 18,000/- Sri K.L. Shivalingeswar, Assistant Rs. 11,974/- Sri Krishnamurthy, Jr.Assistant Rs. 12,860/- Sri. C. Jayamma, Jr. Assistant - Rs. 12,257/- Sri. Rathnamma Muniyappa , Dalayat - Rs. 10,052/- Dalayat (One Post vacant)

xi) the budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made;	Not applicable
xii) the manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes;	Not applicable
xiii) particulars of recipients of concessions, permits or authorizations granted by it;	Not applicable
xiv) details in respect of the information, available to or held by it, reduced in an electronic form;	Not applicable
xv) the particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use;	Not applicable
xvi) the names, designations and other particulars of the Public Information Officers;	Under Secretary to Govt., (Forest Conservation) – Public Information Officer Ph.No: 2032205 Section Officer (Co-ordination, Receipts and Issues) – Assistant Public Information Officer Ph. No: 22022011.
xvii) such other information as may be prescribed.	----

ಪಿ.ಆರ್. 283

ಹೆಚ್.ಎಂ. ಮಲ್ಲಿಕಾರ್ಜುನಸ್ವಾಮಿ
ಸರ್ಕಾರದ ಅಧೀನ ಕಾರ್ಯದರ್ಶಿ,
ಅರಣ್ಯ, ಪರಿಸರ ಮತ್ತು ಜೀವಿಶಾಸ್ತ್ರ ಇಲಾಖೆ.

ಕೃಷಿ ಸಚಿವಾಲಯ

ಅಧಿಸೂಚನೆ

ಸಂಖ್ಯೆ:ಕೃತೋಇ 10 ಕೃಇಮಂ 2009,ಬೆಂಗಳೂರು, ದಿನಾಂಕ:24ನೇ ಮಾರ್ಚ್ 2009

ಕರ್ನಾಟಕ ಆಗ್ರೋ ಇಂಡಸ್ಟ್ರೀಸ್ ಕಾರ್ಪೋರೇಷನ್ ಲಿಮಿಟೆಡ್‌ನ ಅಂತರ ನಿಯಮಾವಳಿ (ಆರ್ಟಿಕಲ್ಸ್ ಆಫ್ ಅಸೋಸಿಯೇಷನ್) ಅನುಚ್ಛೇದ 6(a)(iv) ರನ್ವಯ ಪ್ರದತ್ತವಾದ ಅಧಿಕಾರವನ್ನು ಚಲಾಯಿಸಿ ಸರ್ಕಾರವು ಶ್ರೀ ಎನ್. ಮಂಜುನಾಥ್ ಪ್ರಸಾದ್, ಭಾ.ಆ.ಸೇ., ಇವರ ವರ್ಗಾವಣೆಯಿಂದ ತೆರವಾದ ಸ್ಥಾನದಲ್ಲಿ ಶ್ರೀ ಸಿ. ಸೋಮಶೇಖರ್, ಭಾ.ಆ.ಸೇ. ಕೃಷಿ ಆಯುಕ್ತರು, ಇವರನ್ನು ಕರ್ನಾಟಕ ಆಗ್ರೋ ಇಂಡಸ್ಟ್ರೀಸ್ ಕಾರ್ಪೋರೇಷನ್ ಲಿಮಿಟೆಡ್ ಸಂಸ್ಥೆಯ ನಿರ್ದೇಶಕರ ಮಂಡಳಿಯ ನಿರ್ದೇಶಕರು ಹಾಗೂ ವ್ಯವಸ್ಥಾಪಕ ನಿರ್ದೇಶಕರನ್ನಾಗಿ ಈ ತಕ್ಷಣದಿಂದಲೇ ಜಾರಿಗೆ ಬರುವಂತೆ ಹಾಗೂ ಮುಂದಿನ ಆದೇಶದವರೆಗೆ ನೇಮಿಸಿದೆ.

ಕರ್ನಾಟಕ ರಾಜ್ಯಪಾಲರ ಆಜ್ಞಾನುಸಾರ ಮತ್ತು ಅವರ ಹೆಸರಿನಲ್ಲಿ
ಜಿ.ಕೆ. ಗುರಾಣಿ
ಸರ್ಕಾರದ ಅಧೀನ ಕಾರ್ಯದರ್ಶಿ, ಕೃಷಿ ಇಲಾಖೆ.

ಅಧಿಸೂಚನೆ ಸಂಖ್ಯೆ:ಕೃತೋಇ 11 ಕೃಇಮಂ 2009, ಬೆಂಗಳೂರು, ದಿನಾಂಕ:24ನೇ ಮಾರ್ಚ್ 2009

ಕರ್ನಾಟಕ ತೊಗರಿ ಅಭಿವೃದ್ಧಿ ಮಂಡಳಿ ನಿಯಮಿತದ ಅಂತರ ನಿಯಮಾವಳಿ (ಆರ್ಟಿಕಲ್ಸ್ ಆಫ್ ಅಸೋಸಿಯೇಷನ್) ಅನುಚ್ಛೇದ 13ಹಾಗೂ 14(2)(ಎ)(11)ರಲ್ಲಿ ಪ್ರದತ್ತವಾದ ಅಧಿಕಾರವನ್ನು ಚಲಾಯಿಸಿ ಸರ್ಕಾರವು ಶ್ರೀ ಎನ್. ಮಂಜುನಾಥ್ ಪ್ರಸಾದ್, ಭಾ.ಆ.ಸೇ., ಇವರ ವರ್ಗಾವಣೆಯಿಂದ ತೆರವಾದ ಸ್ಥಾನದಲ್ಲಿ ಶ್ರೀ ಸಿ. ಸೋಮಶೇಖರ್, ಭಾ.ಆ.ಸೇ. ಕೃಷಿ ಆಯುಕ್ತರು, ಇವರನ್ನು ತಕ್ಷಣದಿಂದಲೇ ಜಾರಿಗೆ ಬರುವಂತೆ ಹಾಗೂ ಮುಂದಿನ ಆದೇಶದವರೆಗೆ ಕರ್ನಾಟಕ ತೊಗರಿ ಅಭಿವೃದ್ಧಿ ಮಂಡಳಿಯ ನಿರ್ದೇಶಕರು ಹಾಗೂ ಅಧ್ಯಕ್ಷರನ್ನಾಗಿ ನೇಮಿಸಲಾಗಿದೆ.

ಕರ್ನಾಟಕ ರಾಜ್ಯಪಾಲರ ಆಜ್ಞಾನುಸಾರ ಮತ್ತು ಅವರ ಹೆಸರಿನಲ್ಲಿ
ಜಿ.ಕೆ. ಗುರಾಣಿ
ಸರ್ಕಾರದ ಅಧೀನ ಕಾರ್ಯದರ್ಶಿ, ಕೃಷಿ ಇಲಾಖೆ.

ಅಧಿಸೂಚನೆ ಸಂಖ್ಯೆ:ಕೃತೋಇ 12 ಕೃಇಮಂ 2009, ಬೆಂಗಳೂರು, ದಿನಾಂಕ:24ನೇ ಮಾರ್ಚ್ 2009

ಕರ್ನಾಟಕ ರಾಜ್ಯ ಬೀಜ ನಿಗಮ ನಿಯಮಿತದ ಅಂತರ ನಿಯಮಾವಳಿ (ಆರ್ಟಿಕಲ್ಸ್ ಆಫ್ ಅಸೋಸಿಯೇಷನ್) ಅನುಚ್ಛೇದ 122(ಎ)ರಲ್ಲಿ ಪ್ರದತ್ತವಾದ ಅಧಿಕಾರವನ್ನು ಚಲಾಯಿಸಿ ಸರ್ಕಾರವು ಶ್ರೀ ಎನ್. ಮಂಜುನಾಥ್ ಪ್ರಸಾದ್, ಭಾ.ಆ.ಸೇ. ಇವರ ವರ್ಗಾವಣೆಯಿಂದ ತೆರವಾದ ಸ್ಥಾನದಲ್ಲಿ ಶ್ರೀ ಸಿ. ಸೋಮಶೇಖರ್, ಭಾ.ಆ.ಸೇ., ಕೃಷಿ ಆಯುಕ್ತರು, ಇವರನ್ನು ಕರ್ನಾಟಕ ರಾಜ್ಯ ಬೀಜ ನಿಗಮ ನಿಯಮಿತದ ನಿರ್ದೇಶಕರ ಮಂಡಳಿಯ ನಿರ್ದೇಶಕರನ್ನಾಗಿ ಈ ತಕ್ಷಣದಿಂದಲೇ ಜಾರಿಗೆ ಬರುವಂತೆ ಹಾಗೂ ಮುಂದಿನ ಆದೇಶದವರೆಗೆ ನೇಮಿಸಿದೆ.

ಕರ್ನಾಟಕ ರಾಜ್ಯಪಾಲರ ಆಜ್ಞಾನುಸಾರ ಮತ್ತು ಅವರ ಹೆಸರಿನಲ್ಲಿ
ಪಿ.ಆರ್. 277 **ಜಿ.ಕೆ. ಗುರಾಣಿ**
ಸರ್ಕಾರದ ಅಧೀನ ಕಾರ್ಯದರ್ಶಿ, ಕೃಷಿ ಇಲಾಖೆ.

PERSONNEL AND ADMINISTRATIVE REFORMS SECRETARIAT

NOTIFICATION No: DPAR 51 SAS 2008, Bangalore, dated: 20th March , 2009.

Notification No. 14015/11/2008-AIS(1)-B dated:19.3.2009 of Government of India, Ministry of Personnel Public Grievances & Pensions, Department of Personnel & Training New Delhi is hereby republished

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No-14015/11/2008-AIS(I)-B
Government of India
Ministry of Personnel, Public Grievances & Pensions,
(Department of Personnel & Training)

New Delhi, dated:19th March 2009

NOTIFICATION

In exercise of the powers conferred by Rule 8(1) of the Indian Administrative Service (Recruitment) Rules, 1954 read with Regulation 9(1) of the Indian Administrative Service (Appointment by Promotion)Regulations. 1955 and Rule 3 of the Indian Administrative Service (Probation) Rules, 1954 the President is pleased to appoint the following members of the state Civil Service of Karnataka to the Indian Administrative Service against the vacancies determined by Government of India under Regulation 5(1) of the said Regulations in consultation with the State Government for the Select List year 2008, on probation until further order and to allocate them to the Karnataka Cadre, under Rule 5(1) of the Indian Administrative Service (Cadre) Rules, 1954:

Sl. No	Name of the officer. (Smt/Shri)
1	R. Shantharaj
2	S.S. Pattanashetty
3	S. Shankaranarayan
4	B.N. Krishnaiah

S.S. SHUKLA
Under Secretary to Government of India

By order and in the name of the Governor of Karnataka
K.G. ANANTHA
P.R. 272 Under Secretary to Government
Department of Personnel and Administrative Reforms (Services-I)